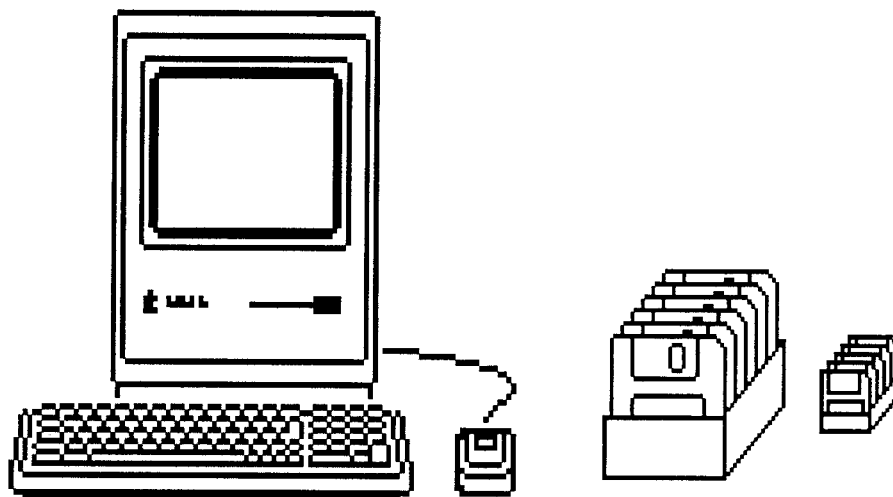


Seawords

Desktop Publishing Manual



An aid to using Aldus PageMaker 3.02

Internship Project - July 1991

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Introduction

Welcome to *Seawords* Desktop Publishing. This User's Manual is designed to be an aid for the publishers of *Seawords* while they are learning their way around the desktop publishing program Aldus PageMaker 3.02. Before using Aldus, it is a good idea to have experience with the Macintosh system in general, or to have taken an introductory Macintosh course. This can be done through the Mac Lab in Keller Hall or through a community college.

The manual will be broken into four parts:

- 1) Creating a template
- 2) Placing text
- 3) Layout
- 4) Other useful functions.

These sections will contain information on how to access and execute each function and an explanation of its purpose within the *Seawords* publication.

Hints for reading this manual:

ALL CAPS, BOLD WORDS refer to the menu under which you find a specified function or command. *Italicized, bold words* refers to a *function or command located under a specified menu*.

For a standard *Seawords* production and layout manual refer to *Basic Guidelines for Seawords Production*, located in the Marine Option Program student study center.

Accessing PageMaker

- To access the PageMaker program double click on the hard drive icon.
- Double click on the PageMaker 3.02 icon.
- Choose **new** under the **FILE** menu. A page setup screen will appear, allowing you to set up the page specifications.
 - Choose size of page: Letter
 - Orientation of page: Tall
 - Number of pages: 6, 8 or 10
 - Margins in inches:

Inside 0.75	Outside 0.75
Top 0.75	Bottom 0.75

- When all your specifications are set, single click on **OK**

Setting Up a Page

Choose **page setup** in **FILE**. A *Seawords* page should be **letter, 8.5" X 11"** and orientation **tall**. Standard margins should be set at **0.75** inches on the sides and **0.75** inch for the top and bottom. If all this checks out, single click on **OK**.

Toolbox Box

In the upper right hand corner of your screen is the toolbox. The icons in the toolbox represent the tools used to type, edit, and manipulate text, draw lines and shapes, and trim and resize graphics. To select a tool single click the representing icon. The pointer will be a different shape depending on which tool you select, but will revert back to an arrow automatically when placed in the tool box, on the scroll bars, on the menu selection and when placed on the rulers at the top and side of the page. From L>R and top to bottom, the tools in the box have these functions:



- The **pointer tool** (arrow) is used to select and move text blocks, drag the margins from the top or side rulers, to modify the size or shape of a box or to move a box that has been drawn around text .



- The **diagonal-line tool** is for drawing straight lines that are angled.



- The **perpendicular-line tool** draws vertical and horizontal lines.



- The **(A) tool** is the typing and editing tool.



- The **square-corner tool** draws boxes and graphic borders.



- The **round-corner tool** draws boxes with rounded corners.



- The **oval-tool** draws circles and ovals.



- The **cropping tool** trims and crops graphics.

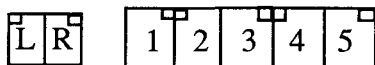
Creating a Template

This section describes how a template is created. This information is for your general information because the template already exists and is located on the hard drive.

Accessing the Seawords Template on the Hard Drive

- Double click on the hard drive.
- Double click on the PageMaker 3.02 file folder
- Double click on the *Seawords* template
(a blank untitled page will appear)
- Choose **save** in **EDIT** and name the document by month and year.

The template consists of left and right “master pages” (L & R). Anything placed on these left and right master pages will appear on all left and right pages, respectively, throughout the document. Place only margins and page numbers on these master pages. (The “L” and “R” page icons in the lower left corner of the screen represent these left and right master pages — to identify the page numbers of facing pages, match the folded corners on the “L” and “R” page icons to the “page number” page icons next to them on the screen.)



Placing the Margin Lines on the Master Pages

To draw margin lines, first single click the perpendicular lines tool. Next, access **LINES** and choose the line size. The line at the top of the page is 4-point, and the ones down the left and right margins are 1-point. (See attached sample of *Seawords*). Drag the tool from the beginning point of the margin to the endpoint. The endpoints of the margin line you drew will be marked with tiny squares.

To return to a previously-drawn line, click once on the line with the arrow tool to bring up the tiny square boxes at the end of each line.

Placing the Page Numbers and

Setting the Number of Pages on the Master Pages

To place page numbers on the master pages, put the cursor where you want the numbers to be located on the page. Mark the spot by clicking once. Press the **command** + **Option** + **P** keys simultaneously. A LM or RM will appear, but the pages will be numbered automatically. Page numbers in *Seawords* are usually in the bottom the right corner of the right pages and the bottom left corner of the left pages.

Located in the bottom left corner of your screen are the present number of pages in your document. To add pages, choose **PAGE** and click *insert pages*. Insert as many pages as you need but remember, **the maximum number of pages for *Seawords* is 10**. This is because the folding machine is only capable of handling a publication with that number of pages. To remove pages, access **PAGE** and click *remove pages*. Indicate the number of pages to be deleted.

Placing Text

Column Guides

The first step in placing text is determining the number of columns on your page. *Seawords* stories, “Of Interest” and the “Calendar of Marine Related Activities” all are arranged in three columns. Column guides should be set for each individual page, not on the master pages. To set column guides:

- select **OPTIONS** and click *column guides*.
- specify the numbers of columns you want, three, and the space between columns, .0167. Both are standards for *Seawords*.
- click **OK**.

Place

This function allows you to transfer your MS Word documents into PageMaker for desktop publishing. To place text from MS Word into PageMaker, be sure that you are on the page that you wish to place the text on. Access **OPTIONS** and select *autoflow*. This will allow the text to flow uninterrupted onto your page(s) (See *autoflow*). Next access **FILE** and select *place*. Other word processing programs can also be utilized if the proper filters have been selected during installation of PageMaker onto the hard drive.

When the *place* screen opens, choose the document that you want, highlight it and click **OK**. Place the icon in the exact location you wish your text to begin. Click the mouse once and the text will be placed. The transferred text will always appear in 12-point size lettering and New York style font.

Identifying a Text Block



To identify where a text block begins and ends, select it with the pointer tool by clicking once anywhere in the text. Horizontal lines with loops attached to them will appear at the beginning and end of the block. These are called “windowshade handles.” The symbols in the loops tell you where the block begins and ends and if there is more text to the story than shown.

Use these handles to resize the text block vertically. To do so, position the tip of the pointer in the loop, depress the mouse, drag it to the desired size and release.

- An empty loop marks the beginning of a story.
- A “+” in the top loops indicates the story is threaded to a previous text block.
- A “+” in the bottom loops indicates that the story continues.
- A “#” in the bottom loops marks the end of the story.

Redefining a Text Block

To shorten or lengthen a text block, reposition the windowshade handles by placing the pointer arrow on the appropriate loop and drag it up, down or to the side. Moving the handle up will shorten the text block, down will lengthen it, and to the side will widen it.

Threading Text

In a story, each line of text is “threaded,” or tied, to the lines preceding and following it—in other words, the story is stored as a continuous flow of text. Although text blocks break the text into chunks, the contents of those chunks are not fixed; the flow of text from one block to the next is not restricted. Therefore, adding text to the first block in a story, for example, will push an equivalent amount of text into the next block and so on through the story. Deleting text will have the opposite effect: text from the next block will flow back into the first block to replace the volume deleted . . . and so on through the story.

If the last text block has a “#” in its bottom loop, you have reached the end of that story. If the end of your story is missing, use your pointer tool to drag the “+” loop to the bottom of the column and the rest of your story will appear. If you reach the end of the column and the end of your story is still missing, click on the “+” and a text icon will appear. Move the cursor to the top of the next column, and place it where you want it on the page and click once on the mouse. The text will continue to flow until it has all been placed.

Unthreading Text

Because of threading and the displacement effect, editing text in one part of your story may change the position of the rest of a story’s text. For example, adding text to the beginning of a story may push text originally found on page one to page two. If the story is long, a small change could affect several pages, which could be frustrating and confusing if you’ve already laid out those pages! To avoid this displacement effect, you might want to unthread a block of text from a story and place it elsewhere as

a separate text block; unthreaded text is no longer linked to the story.

To remove a text block, highlight the portion you wish to remove. Use **cut** from **EDIT**, which removes the text to the Clipboard. When you **paste** the text to another part of your publication, it pastes as a separate text block. (See **paste**).

To Remove Text

Use the text tool or pointer to select the text block you want to unthread from the rest of the story. Choose **cut** from **EDIT** to relocate the selected text. With nothing else selected on the page, choose **paste** from **EDIT** to paste the text where you want it in the document.

If you unthread text and then change your mind, choose **undo edit** immediately from **EDIT** and the text will revert back to its original position.

Text Flow

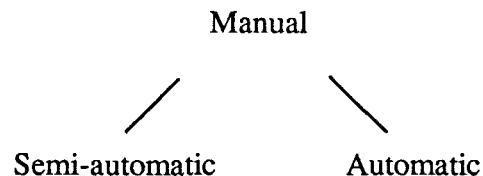
Text flow determines how text flows into the columns of a publication when you use the **place** command.

You can flow text using three methods:

- **Manual** - text flow stops at the bottom of each column
- **Automatic or autoflow** - text flow continues until the entire document is placed
- **Semi-automatic** - text flow stops at the bottom of each column, but the icon shows it is ready to place more text into the next column.

Note: The text flow sections are arranged in three parts:

- 1) What happens when using that method
- 2) How to get into it
- 3) How to get out of it



<u>Function</u>	<u>Press</u>	<u>Result</u>
Automatic	Turn off Autoflow	Manual
Automatic	Command Key	Manual = Temporary
Automatic	Shift Key	Semi-automatic = Temporary
Manual	Shift Key	Semi-automatic = Temporary
	(To switch back, release key)	

Whenever you have a “loaded” text icon, you can switch between manual and automatic text flow by pressing the Command key. When you press the Command or Shift key PageMaker changes the text icon to indicate which method of text flow is active. These functions can be done either by the key board keys or by selecting from the menu under **OPTIONS**.

When you’re ready to place text, move the icon to where you want to start the text block and click once. Text flows around graphics according to the text-wrap specifications set for each graphic in the publication (See *Wrapping Text*).

Manual text flow



To turn on manual text flow, simply turn off autoflow. When you use manual text flow, the "+" text flow stops at the bottom of the column. A window-shade handle with tab mark will appear at the bottom of the text block. Click the tab once and place the remaining text in the next column as explained in *threading text*.

Automatic text flow (Autoflow)



When you use *automatic* text flow, the text flows non-stop onto as many pages as necessary to place it.

To start *automatic* text flow, choose *autoflow* from **OPTIONS**. Position the automatic text flow icon where you want to start flowing text and click the mouse. PageMaker will start flowing text, displaying each page as text flows onto it. If text runs up against another story, PageMaker automatically jumps to the next open column or page and continues flowing text. If there aren’t enough pages to place the text, PageMaker automatically creates pages for you. (Up to 128 pages, the maximum number of pages allowed in PageMaker).

To stop automatic text flow, click the mouse button and text flow will stop where your cursor sits.

Note: When placing a document from Microsoft Word, the text flow is on autoflow unless otherwise specified.

Semi-automatic text flow

When you use *semi-automatic text flow*, text flow stops at the bottom of the column. However, the text icon remains on the screen, ready for you to place text in the next column or on the next page.

To use semi-automatic text flow, hold down the Shift key while in either of the other two text flow modes. Semi-automatic is a TEMPORARY text flow mode, not a setting you can choose from the menu like *manual or automatic*. With the Shift key down, position the text icon on the page where you want to flow text and click the mouse button.

To switch back to *manual* or *automatic*, release the Shift key.

Text Wrap

To wrap text around a graphic, choose *text wrap*, located under **OPTIONS**. Select one of the options to specify how you want text to flow around a graphic. The first icon on the left says there is no graphic and the text will flow uninterrupted. The second shows a graphic has been placed and that text should flow around it.

In order for PageMaker to create the boundary around the graphic, you must draw a border where you want to insert the graphic on the page (See *drawing graphic borders*).

Drawing Graphic Borders

To draw borders for graphics, select the square-corner tool from the tool box. Select the desired line thickness from **LINES** and place your cursor in the upper left corner of where your graphic is to be inserted. Depress the mouse and drag the tool across the insertion space until you've reached the desired size and shape. PageMaker will create a boundary around the border.

To undo, immediately select *undo* from **EDIT**.

Wrapping Text Around Graphics/Photos

PageMaker creates a boundary around a graphic to define how closely text can flow around that graphic. The boundary is displayed on the screen as a dotted line. You can change the shape of the boundary by dragging the diamond-shaped handles found on the dotted line.

You can enlarge or shrink the border by dragging one of its handles. Add another handle by clicking on the boundary. When you resize a border, PageMaker automatically resizes the graphic boundary. This operation is useful for creating space to place a caption under a photograph or for creating an asymmetrical space around which the text will flow.

To do this, hold down the space bar while dragging one or more handles on the boundary. PageMaker will not wrap text around the boundary until you release the space bar.

Placing a Caption

To place a caption under a graphic border you must stretch the graphic boundary. To do this, depress the pointer tool on the graphic border handle and drag it to create the desired space underneath the graphic. Type your caption outside the document (to the side of the page on the screen), select the text block and drag it to inside the space left open by the boundary. Resize the text block so it is a little narrower than the width of the graphic border. If you are unable to fit all lines of the caption, continue to stretch the boundary as needed. The caption is typed in *9 point times* and *italicized*.

Layout: Choosing Type Specifications

General Format

The standard type specifications for *Seawords* body copy are **10 pt. Times Normal**. To change specifications, highlight the text to be changed. Access **TYPE** and select the font, size, leading or type style. Use only **Times** for text throughout the newsletter. Headlines are **14point Helvetica** and **18point Helvetica**.

Formatting *Seawords* is pretty flexible except for a few points. The "Calendar of Marine Related Activities" is on page 9, the news and feature stories are generally carried on pages 1 through 6 and the "Of Interest" sections are usually the second and third pages from the last.



News of the Marine Option Program

University of Hawaii

Month/Year

Vol. # No. #

Page 1

Page 1 displays the *Seawords* logo and departmental text in the top 3-3/4 inches of the page. The logo is located on the disk marked *Seawords* logo and in the graphic file folder entitled *Seawords* Template on the hard drive.

The "News of the Marine Option Program" and "SEAWORDS" are flush with the left margin; "Month/Year" is centered; "University of Hawaii" and "Vol. # and No. #" are flush with the right margin. The headline for the lead story starts at 4 -1/4 inches deep.

Also included on the first page is "In this Issue." This box is the table of contents for the newsletter. It should contain the titles and page numbers of any stories, the "Calendar of Marine Related Events" and the "Of Interest" sections. "In this Issue" should be set in a double-lined box (See *creating boxes*).

Pages 2 - 9

See attached sample for type specifications and examples of margin lines.

Page 10

This page is for the mailing label, the non-profit permit number, MOP's return address and the billboard. The billboard is to further promote an upcoming event that has been previously been mentioned in *Seawords*.

Format Overview

The number of pages in the newsletter may vary between six, eight and 10 pages. The first, second and

Seawords

Managing Editor:

Assistant Editor:

Seawords is a monthly news publication by students of the Marine Option Program. Opinions expressed herein are not necessarily those of MOP or of UH. Comments and suggestions are welcome, including topics and original material (articles, cartoons and black and white photographs) that may be of interest to MOP and/or the marine community. Please write to:

Seawords

Marine Option Program

1000 Pope Road, #203

Honolulu HI 96822

Ph (808) 956-6000

last pages are **always** formatted as seen on the attached sample. The middle pages are overflow pages, and the second and third pages from the last are reserved for the "Of Interest" section and the last page is the billboard. Here you would place the announcement of an upcoming event.

Creating the *Seawords* Box

Federal law requires that the *Seawords* disclaimer be placed in each issue. It includes MOP's non-profit status and standard disclaimers.

After the disclaimer is placed at its insertion point, a double-lined box is drawn around it and it is screened at 10 percent. The box can be placed anywhere in the publication using any style as long as it is in the issue. (See ***Creating Boxes***, ***Shading*** and ***Send to Back/Bring to Front***.) This is a good example of how the previous points could be illustrated.

Creating Boxes

To create boxes for graphics or to put around text, select the square-corner tool from the tool box. Access the **LINES MENU** and select the line thickness of choice. Place the cursor in the upper left corner of the text that is to be boxed in. Drag the tool across the text to create the appropriate size and shape box.

To modify the box, use your pointer tool to bring up the squares that appear on the border by clicking on the line with the pointer tool. Grab a square with the pointer and drag it to modify the box to the desired size.

Shading

To change or create shading inside rectangles, squares, circles and ovals that were drawn using PageMaker, use the pointer tool to select the handles on a border as if you were modifying a box, access *shades* and choose the degree of shading you wish.

Send to Back/Bring to Front

Allows you to shift the shading from the front of the text to the back and visa versa. For example, if the shading is obscuring the text, choose *send to back* in **EDIT** and the text will appear in front of the shading.

Formatting

Leading

Leading determines the amount of space between lines of text. If the leading value you want is not listed in the pull-down menu, open *type specs* in **TYPE**. Type a leading value from 0 to 127 points. In Seawords, the leading is anywhere from 10.5 to 13.5.

Text Alignment

Text can be aligned to the left, right or center or it can be justified. For example, to change the alignment to justified, select the text, go into the **TYPE** menu, choose *alignment* and select *justified*. A check (✓) on the menu marks the current alignment of selected paragraphs.

Indent/Tabs

PageMaker allows you to set up to 20 tab stops in each column. To change tabs highlight the text and choose *Indent/tab* in **TYPE**. Set indents by dragging the tab marker above the ruler, to its location on the ruler in the *Indents/tabs* box. **Note:** The ruler in the *Indents/tabs* box measures text within the column — that is, “0” on the ruler is flush left in the column, no matter where the column is on the page ruler. You will have plenty of practice working with tabs in the “Calendar of Marine Related Events.”

Other Useful Functions

Creating Temporary Margins

When placing text or a graphic it is very important to know exactly where the insertion point is located. A simple way to determine this is to create temporary margins. This can be done by using your pointer tool to drag a margin from either the top or side ruler on your screen. You then have the option of inserting text at that exact location and/or manipulating text blocks so they sit on the margins. Temporary margins appear as a different color than the permanent margins (usually blue). To remove the margin use your arrow tool and drag the line back to the ruler from which it came.

Note: As you move the cursor through the document, notice that the rulers indicate your current location on the page.

Clear

Clear deletes the selected text or graphic from your publication but does not store it on the Clipboard.

If you use the text tool to select part of a story and choose **Clear**, PageMaker automatically closes the gap on the page. If you use the pointer tool to select part of a story, the gap on the page remains open. However, the gap may close up or stay open when you clear a graphic depending on how you set the text-wrap specifications.

Clipboard

The **clipboard** holds the text or graphic you previously cut or copied from another section of the present document.

Choose **show clipboard** in **EDIT** to see what is currently on the Clipboard. As needed, use the scroll bars to see everything. You cannot use the cut, copy or paste while the Clipboard is open. To close the Clipboard window, either click the close box or click anywhere in the publications window.

Copy

Use **copy** from **EDIT** when you want to copy text or graphics from your publication and keep them available to paste elsewhere on the page, to another page, or to another publication.

Cut

Use **cut** from **EDIT** when you want to lift out text or graphics from your publication and keep them available to paste elsewhere on the page, to another page, or to another publication.

It deletes the selected text or graphic from your publication and stores it on the Clipboard, erasing the previous contents of the Clipboard.

To select a graphic you want to cut, use the pointer tool. To select text you want to cut:

- use the pointer tool to select an entire text block and keep its type specifications and line length.
- use the text tool to select a range of text and keep its type specifications but not the line length

(See *clear*).

Paste

Use **paste** from **EDIT** to place the text or graphics that have been cut or copied back into the publication. The selection does not delete the selected text or graphic from your publication; it copies it and stores the copy on the clipboard, erasing the previous contents of the Clipboard. **Note:** Text pasted using the pointer tool always becomes a separate text block, not threaded to other text in the publication. A text block that was cut or copied using the pointer tool retains all the formatting it had when cut or copied.

Revert

Revert allows you to return to the most recently saved version of your document.

Undo Edit

This command “undoes” your last editing action. It must be used immediately after the action.

Appendix 1: Aldus PageMaker Update to Version 4.0

Aldus PageMaker 3.02 has been updated to PageMaker 4.0. The functions and commands are identical to version 3.02, but the menus have been changed around.

Aldus PageMaker 4.0 has an editing board in the **EDIT** menu. The board allows you to select all or part of your text to be edited it on a separate screen. To use the editing board, select the text to be edited and choose *edit story* under **EDIT**.

The editing board also contains a spell check function. To use the spell checker, select the text you wish to be checked and choose *edit story* under the **EDIT** menu. While on the edit board you can select the spell checker by choosing *spelling*. The rest of the checking process will be outlined for you in the spelling function window.

The **ELEMENT** menu is new to the PageMaker 4.0 program. Under this menu heading you will find *line, fill* (instead of *shading*), *bring to front*, *send to back* and *text wrap*. Prior to the program update, **LINES** and **SHADES** were their own menus, *send to back* and *bring to front* were part of the **EDIT** menu and *text wrap* was part of the **OPTIONS** menu. All the aforementioned functions are accessed as described earlier in this manual.

The *Seawords* Template is now located in the Aldus 4.0 file folder instead of the PageMaker 3.02 file folder.

Glossary

A

Alignment - The way the text lines up on a page or in a column: aligned left (flush left, ragged right, also called unjustified), centered (centered in the middle of the column), aligned right (flush right, ragged left), or justified (flush on both the left and right).

Autoflow - A mode of text placement in which text flows continuously onto successive pages. Additional pages are created as needed and PageMaker places the entire document. See also *Flow*, *Manual text flow*, *Semi-automatic text flow*.

B

Bounding box - The rectangular space on the page that you define by dragging the mouse diagonally. You can create a bounding box in which to place or type text.

C

Cancel - To dismiss the current selection by selecting something else or by clicking on a blank area of the pasteboard. Also, the button in most dialog boxes that cancels the operation.

Caption - Descriptive text accompanying illustrations or tables.

Center-aligned - See *Alignment*.

Click - To quickly press and release the mouse button.

Clipboard - The holding place where PageMaker temporarily stores the text, graphic or group selection you last cut or copied.

Close - Choose the "Close" command from the File menu or click the "Close" box when you want to quit working on the current publication and return to the desktop.

Column guides - The dotted, vertical, nonprinting lines that mark the left and right edges of the columns you created with PageMaker. See also *Guide*, *Layout grid*, *Ruler guides*.

Column Width - The horizontal measure of the column.

Crop - To trim a graphic.

Crossbar - The shape the pointer assumes when you select any of the tools for drawing lines and shapes.

Custom - The word PageMaker uses for unequal columns or nonstandard paper size.

Custom leading value - See *Leading*.

D

Decimal tab - See *Tab*.

Desktop - The blank area and menu bar PageMaker displays when you do not have a publication open.

Desktop publishing - Designing, laying out, editing and producing a publication electronically, using a personal computer, word-processing and graphics software, and a desktop publishing program.

Dialog box - A box that's displayed to show you your choices when PageMaker needs more information. Each dialog box has up to six elements: list box, command buttons, scroll bars, text box, check boxes and option boxes.

Double-click - To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse. A technique used in selecting and opening.

Double-headed arrow - The shape the pointer tool turns into when you use it to grab a handle, ruler guide, or column guide.

Double-sided publication - A publication that will be reproduced on both sides of a sheet of paper. The front side of a page is the odd-numbered side; the back side is the even-numbered side. The inside margin is the right margin of even-numbered pages and the left margin of odd-numbered pages. See *Facing pages*.

Drag - to hold down the mouse button, move the mouse around until what you're moving is positioned where you want it, then release the button.

E

Edit - to change. You can edit text, graphics and any specifications for your publication.

Export - To copy the text from a PageMaker publication to an external word-processing application or text-only document.

F

Facing pages - In a double-sided publication, the two pages that face each other when the publication is open. Facing pages consist of an even-numbered page on the left and an odd-numbered page on the right.

File - A collection of information that you store on a disk.

First-line indent - See *Indent*.

Flow - To place text on a page by clicking the mouse button to discharge a loaded text icon. See also *Autoflow*, *Manual textflow*, *Semi-automatic text flow*.

Folder - The electronic equivalent of a traditional file folder. A folder can contain any document or application that you work with on the desktop.

Font - The complete assortment of characters for one typeface, including uppercase and lowercase characters, figures and punctuation marks.

Format - The way that text looks, defined by its layout.

Formatting - The type and paragraph specifications applied to the text in a publication.

G

Grabber hand - The icon that appears when you press the Option Key and drag the mouse to move around the publication window.

Graphic - A line, oval, rectangle, square or circle created using PageMaker's drawing tools, or a bit-map, object-oriented or EPS-format document imported into your publication from another application. See *Bit-map graphic*, *Encapsulated Post Script*, *Object-oriented graphic*.

Graphic boundary - A dotted line that you can set around a graphic to define where text can and cannot flow with respect to the graphic. Initially, a graphic boundary is rectangular. By manipulating its vertices you can edit it to any shape around the graphic. Once edited, it is a custom graphic boundary. See also *Standoff*, *Text wrap*, *Vertex*.

Graphic placeholder - See *Placeholder*.

Guide - One of three types of nonprinting dotted lines — margin guides, ruler guides, and column guides — that you can create to help with alignment. Overlapping column guides and margin guides look like dashed lines. See also *Column guides*, *Margin guides*, *Ruler guides*.

H

Hairline - the thinnest rule possible — generally, .25 point.

Handles - The eight small solid rectangles that surround a selected shape; the two small rectangles at the ends of a selected line; the horizontal lines with loops at the top and bottom of a selected text block (i.e., windowshade handles); the small solid rectangles at the four corners of a text block selected with the pointer tool; or the small solid diamonds at the corners of a graphic's graphic boundary. See also *Windowshade handles*.

Hanging indent - A first-line indent with the first line positioned to the left of the margin. Also see *Indent*, *Left indent*, *Right indent*.

Highlight - To visually differentiate the selection. Highlighting reverses the usual appearance of the selected text, graphics or options. For example, black text on a white background appears as white text on a black background.

Horizontal ruler - See *Rulers*.

I

I-beam - The shape the pointer assumes when you select the text tool.

Icon - A small graphic image that represents a function, object or pointer tool.

Image area - The area of a page inside the margins in which you put the text and graphics.

Import - To copy a document from an external word-processing application or text-only document to PageMaker.

Indent - The amount of space a given line or paragraph is inset or extended from the normal margin of a paragraph. You can create a right indent, left indent, first-line (including hanging) indent. See also *Hanging indent*, *Left indent*, *Right indent*.

Insert - To add additional text in an existing text block or graphic boundary.

Insertion point - The blinking vertical bar indication where the next typed or pasted text will appear.

Inside margin - The margin along the binding edge of the page: the left margin of a right-hand (odd-numbered) page or the right margin of a left-hand (even-numbered) page.

Inverted - the pointer-specific option that lets you print negative images of pages.

J

Justified - See *Alignment*.

L

Layout - The arrangement of text and graphics on a page.

Layout grid - The underlying design plan for your publication. Its foundation is a series of nonprinting horizontal and vertical lines (i.e., column margin, and ruler guides) that intersect to form a grid. See also *Column guides*, *Margin guides*, *Ruler guides*.

Leader - See *Tab*.

Leading - (Pronounced ledding) The amount of vertical spacing, expressed in points, between the tops of the capital letters in two successive lines of text. You can set a custom leading for your text by setting a point size number to the Type specs menu, or turn on Autoleading to have PageMaker calculate leading that is 120% of your type size. See also *Composition*.

Left-aligned - See *Alignment*.

Left indent - The amount of space a paragraph is inset from the left margin. See also *Hanging indent*, *Indent*, *Right indent*.

Letter spacing - The amount of space between letters. PageMaker determines letter spacing using type style. You can change letter spacing using the “Spacing” command from the Type menu and by automatically or manually kerning pairs of adjacent letters. See also *Fixed space*, *Hyphenate*, *Kern*, *Pair-Kerning*, *Spacing ranges*.

Loaded text icon - The shape that the pointer assumes when you flow text manually, semi-automatically, or automatically.

Logo - An illustration. For example, a corporation might have an identifying corporate illustration.

M

Manual text flow - A mode of text placement in which text flows either to the bottom of the column or to the first object that blocks the text, then stops flowing. See also *Autoflow*, *Flow*, *Semi-automatic text flow*.

Margin guides - The dotted lines that mark the margins of a page. See also *Guides*, *Column guides*, *Layout grid*, *Ruler guides*.

Master items - Items on a master page: text (such as running heads), graphics (such as rules) and nonprinting guides (such as column guides).

Master page - A page, opened by clicking the “L” or “R” page icon in the publication window, on which you put the text, graphics and guides you want repeated on every page in a publication. A single-sided publication has only a right-hand master page. A double-sided publication has separate master pages for the left-hand and right-hand pages. Master pages do not print as part of your publication.

Menu - A list of commands that appears when you point to and press the menu title in the menu bar.

Menu bar - The area at the top of the publication window that lists the menus.

Mini-save - A disk version of your publication that’s updated each time you click a page icon, insert or delete a page, or change the page setup. You can revert to this version. In addition, PageMaker uses it to recover your publication after an emergency.

N

Non-printing master items - Master page ruler, column and margin guides.

O

Outside margin - the right margin of a right-hand (odd numbered) page; the left margin of a left-hand (even-numbered) page.

P

Page icon - One of the icons in the bottom-left corner of the publication window representing the master page(s) and every regular page.

Page number marker - A character typed as a key combination on a master page (displayed as "0") or on a regular page (displayed as the current page number) that tells PageMaker to automatically number a page.

Page setup - Your publication's page setup includes specifications for page size, orientation, and number of pages. See *Orientation*.

Page size - The dimensions of your publication (up to 17 inches by 22 inches). The page size can be smaller than the paper size.

Page view - The size of the pasteboard and page as they appear in the publications window. The smallest view shows a complete page (or two pages for a double-sided publication with facing pages), as well as the complete pasteboard. The largest view shows text and graphics at twice the size they will print.

PageMaker's desktop - The menu bar and blank screen you see when you open PageMaker, before you open your publication.

Palette - A small window on the screen that contains a list of styles, colors or the PageMaker drawing tools available for use in the current publication.

Paper size - Each size of paper a printer can print on. Standard sizes are letter (8.5 by 11 inches) and legal (8.5 by 14 inches).

Pasteboard - The work surface surrounding the page(s) you're working on. Text and graphics you move onto the pasteboard remain there when you turn another page or close the publication.

Pasteup - The process of placing text and graphics in position on your mechanical, or in PageMaker, on your screen.

Perpendicular-line tool - the tool you use to draw a straight line at any 45-degree increment.

Pica - One-sixth of an inch. A pica equals 12 points.

Pixel - One dot in a rectangular array on your screen. The resolution of text and graphics on your screen depends on the density of your screen's pixels.

Place - A PageMaker command that allows you to bring text and graphics to your PageMaker publication from other documents saved on disk.

Placeholder - A section of the text in a template that reserves a place for later insertion of text in a publication, such as headline, masthead or caption. A graphic placeholder is a graphic in a template that reserves a place for later insertion of a graphic in a publication.

Point - A standard unit of measure. A point equals 1/12 pica or 1/72 inch.

Point size - See *Point*.

Pointer - The icon on the screen that moves with the mouse. The pointer's shape depends on which tool you're currently using and where you're pointing within the window.

Pointer tool - The tool used most often to select and manipulate text and graphics. When this is the selected tool, it looks like an arrow.

Position - The position of text is its alignment with respect to the baseline. You can choose "Normal" position, which aligns text on the baseline, "Superscript" position, which raises text above the baseline, or "Subscript," which lowers text below the baseline.

Press - You depress the mouse button to cause continuous action.

Print area - The area of a piece of paper on which a printer can reproduce text or graphics. The print area may be smaller than the paper.

Printing master items - Any text or graphics you place, type or draw on a master page. These print on every page in a publication for which "Display master items" is checked.

Publication - The collection of pages you create in PageMaker by integrating text and graphics documents created using other applications as well as text and graphics you create using PageMaker.

Publication window - The window that appears on the PageMaker screen. In the publication window, you'll see one or two pages, the pasteboard, page icons, pointer scroll bars, title bar, menu bar, and if displayed, the toolbox and palettes.

R

Reduce - See *Scaling*.

Replace - A PageMaker command that replaces an existing graphic or the contents of a text block while retaining the existing form.

Return - A key you press to break a line when using the text tool, to confirm the selected options in a dialog box or to start a new paragraph.

Reverse - The opposite of the normal appearance of text or a graphic on the printed page. Normally, text and graphics are black on white background; when reversed, they're white on a black background.

Reverse order - Printed starting with the last page and ending with the first page. See also *Collated*.

Reverse type - To create white text on a contrasting black, shaded or color background.

Right-aligned - See *Alignment*.

Right indent - The amount of space a paragraph is inset from the right margin. See also *Hanging indent*, *Indent*, *Left indent*.

Rounded-corner tool - The tool from the PageMaker toolbox you use to draw squares and rectangles with rounded corners. See also *Square-corner tool*.

Ruler guides - Horizontal and vertical dotted lines on the page that are nonprinting extensions of the tick marks on the rulers. Use ruler guides for aligning text and graphics on the page. See also *Column guides*, *Guides*, *Layout grid*, *Margin guides*.

Rulers - PageMaker's two electronic rulers. The horizontal ruler is displayed across the top of the publication window, and the vertical ruler is displayed down the left side. Both rulers use the unit of measure you selected using the "Preferences..." command from the Edit menu. Increments depend on the size and resolution of your screen, as well as the current view.

Rules - Lines added to the page — for example, between columns — to enhance the design or readability of the publication.

Scaling - The resizing of a graphic or page to enlarge or reduce it.

Scanned graphic - A bit-map graphic created using hardware that converts a two- or three- dimensional image to a collection of dots so PageMaker can read the graphic document directly from the disk.

Scanner - A hardware device that reads information from a photograph or other graphic, converting it into a bit-map graphic.

Scrapbook - A Macintosh desk accessory in which you can store text and graphics you use frequently. Copy items for the scrapbook to the Clipboard, then paste them to your publication.

Scrapbook icon - The shape the pointer assumes when you're placing a graphic from the scrapbook.

Screen - A process in commercial printing in which a picture is photographed through a glass etched with screen lines. The screen breaks up the solid gray areas of the picture into tiny dots or lines. All the dots are printed in the same black ink, but the relative size of the dots produces the optical illusion of shades of gray.

Scroll bar - The gray bars on the right side and bottom of the publication window that you use to move horizontally or vertically in the publication window. Each scroll bar has a scroll box and scroll arrows at either end. List boxes and palettes have scroll bars, too.

Select - To designate where the next action will take place.

Selection area - The area of a text block or graphic defined by the handles you see when you select the text block or graphic.

Selection box - A box drawn by dragging the pointer tool to enclose and select more than one graphic and/or text block at a time.

Semi-automatic flow - A mode of text placement in which text flows to the bottom of a column, then waits for the next mouse click to tell it where to place the next segment of text. See also *Autoflow*, *Flow*, *Manual text flow*.

Shade pattern - Any pattern selected from the Shades menu to fill a box or circle drawn in PageMaker.

Shape - A square, rectangle, circle or oval drawn in PageMaker.

Spacing - The distance between characters and words, measured in points. In PageMaker, character and word spacing are determined by the type font and style, and by using the "Spacing..." command from the Type menu.

Spacing ranges - The amount of space that you set as acceptable distances between your text's words and letters. The narrower the range of acceptable word spacing, the more PageMaker hyphenates words. See also *Fixed space*, *Hyphenate*, *Kern*, *Letter spacing*, *Pair kerning*.

Square-corner tool - The tool you use to draw squares and rectangles with square corners. See also *Rounded-corner tool*.

Standoff - The distance between the actual graphic and the graphic boundary. See also *Graphic boundary*, *Text wrap*, *Vertex*.

Story - All the text from a single word-processing document or all the text typed or pasted together at an insertion point outside existing text blocks. A story can be a single text block. It can also be more text than will fit in a single text block, as long as the text blocks are threaded together.

Supplementary dictionary - The dictionary of terms, usually company- or subject- specific, that you add to PageMaker.

T

Tab - A location that you set on the horizontal ruler where you want text to align. Left and right tabs align the left and right edges of text. A decimal tab aligns decimal points, as in a list of numbers. A leader tab is preceded by a leader, or repeated pattern, to make a related list easier to read. For example, a leader tab is used in a table of contents.

Template - A pred-designed publication that acts as a model, providing the structure and general layout for another similar publication.

Text block - The variable amount of text identified by two types of handles when selected with the pointer tool: two horizontal lines, each with a loop, spanning the top and bottom of the text block (windowshade handles) or small squares at the four corners of the handles of the text block.

Text box - A separate box within a dialog box into which you can type numbers or other text.

Text format - The way text looks, as defined by its type specifications.

Text icon - the tool the pointer changes to when loaded with a portion of the publication.

Text tool - The tool you use to select text you want to edit. When this is the selected tool, the pointer looks like an I-beam.

Text wrap - The command in PageMaker's Options menu ("Text wrap...") that lets you direct PageMaker to flow text around a graphic, jump over it, flow through it or jump to the next column. You also use text wrap to control the shape that text takes as it flows around a graphic. See also *Graphic boundary*, *Standoff*, *Vertex*.

Threaded - PageMaker links together all of the text in a story. Threading lets you edit text without losing information. See also *Unthreaded*.

Tic mark - Marks on the ruler that define increments for measuring.

Title bar - The name that appears under the menu bar in the publication window, and contains the name of the open publication.

Toolbox - A palette that overlaps the publication window and contains icons for the tools used to work with text and graphics.

Triple-click - To press and release the mouse button three times in quick succession.

Typeface - See *Font*.

U

Unit of measure - The unit of the tic marks on PageMaker's rulers—for example, inches, millimeters and picas.

Unjustified - See *Alignment*.

Unthreaded - Text that is not connected or threaded together in PageMaker. See also *Threaded*.

V

Vertex - In PageMaker, a point along a graphic boundary where two line segments meet that allows manipulation of the graphic boundary's shape. See also *Graphic boundary*, *Standoff*, *Textwrap*.

Vertical ruler - See *Rulers*.

View - The size of the pasteboard and page as they appear in the publication window. The smallest view shows a complete page (or two pages for a double-sided publication with facing pages), as well as the complete pasteboard. The largest view shows text and graphics at twice the size they will print. See also *Actual size*.

White space - Deliberate areas of empty space on a page. White space helps to set off graphics or text and give the reader resting places that aid in absorbing the printed information.

Windowshade handles - The horizontal lines containing loops that appear at the top and bottom of any selected text. See also *Handles*.
